



OFFICE OF KNOWLEDGE, INFORMATION, AND
DATA SERVICES (KIDS)

DIVISION OF ENTERPRISE DATA

CIITS New School Year Resource Guide

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2015-2016 School Year Rollover Information

The CIITS school year rollover is scheduled to take place during the week of July 13-17, 2015. During this time, normal data refresh cycles will not take place, as the system will be updated to contain data for the 2015-2016 school year. Normal data refresh cycles will resume the week of July 20, 2015.

Key Performance Indicators

After the school year rollover is complete, all Key Performance Indicators (KPIs) will reflect data for **currently enrolled students** only. Since some districts may not have any currently enrolled students, it is common for the KPIs to display zero students enrolled until the first day of school when the student enrollments become active.

Note: Students enrolled over the summer (summer classes) will be reflected in the KPIs.

View Assessment Data from Prior School Year

Users with the *Leadership* or *Specialist* role may view assessment data from a previous school year by following the steps below.

1. On the School & District tab, select **Pre-Formatted Reports**.



2. Select **Standardized Assessment Performance**.

Pre-Formatted Reports

Standardized Assessment Reports

- **Standardized Assessment Performance** This report analyzes student performance on standardized tests.

3. Select the **Test Year** and **Test Name** for which you want to view assessment data.

2. Which standardized test data do you want to use?


Test Year: 2013-2014  



Test Name: EXPLORE  

4. Select **Total Enrollment** and choose the same school year that you chose in step 3.

3. Which enrollment dates do you want to use?

☐ Current Enrollment

☒ Total Enrollment 

All students enrolled in:  

☐ Range

Start date: 2012-2013

End date: 2008-2009

2013-2014

2011-2012

2010-2011

2009-2010

2008-2009

5. Click **Run Report**.



View Teacher Section Data from Prior School Year


Users with the *Leadership*, *Specialist*, or *Teacher* role may view section data from a previous school year by following the steps below.

1. On the Classrooms tab, select **Student Performance**.

School & District Data
Reports and Indicators



Classrooms
Standards and Instructional Materials





 **Student Performance** 
Analyze by test, standard, section and skill

 **Student Groups**
For differentiated instruction

2. In Past Years' Sections, select the year of the section you wish to view. Then select the school and teacher.

Student Performance

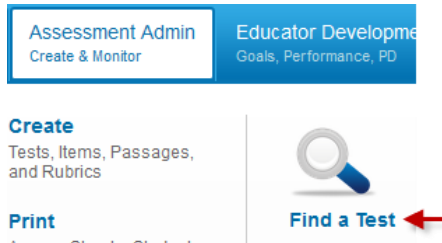
Section Chooser Past Years' Sections  

Adair County    

Search for and Schedule Assessment from Prior School Year

Assessments created in a prior school year may be scheduled for the upcoming school year. Users may search for and schedule an assessment from a prior school year by following the steps below.

1. On the Assessment Admin tab, click **Find a Test**.



2. In the Admin Date Range drop-down, select the year during which the test was created. Click **Go**.


Test Central

Find a Test

Test Name/ID


Subject

Grade Level to

Admin Date Range 

- 2013-2014
- 2012-2013
- 2011-2012
- 2010-2011
- 2009-2010
- 2008-2009
- Custom Date Range

3. From the search results, select the test you wish to schedule

Civil War 	Common Classroom Assessment	Social Sciences and History	05	Completed	04/24/2014	05/01/2014
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Note: It is recommended that you **Copy** the test and generate a new test ID for the test that will be scheduled in the new school year.

4. Click **Copy Test**.

Civil War [186411]

Online Passcode:

Test Stage Private Draft

▼ **Test Actions**

[Copy Test](#) ←

[Delete this Test](#)

[Assign Object](#)

5. Provide a meaningful test name and set other parameters as needed. Click **Generate Test**.**Create: Manual Test**

Test Name* ←

Locating an Individual Student

Users may locate an individual student by typing the student's name or student ID in the *Find a Student* box on the CIITS home page and clicking **Go**. By default, this search will only return **currently enrolled** students. Users may locate a student who is not currently enrolled by following the steps below.

1. Leave the search field blank and click **Go** to display the Advanced Search option. Click **Advanced Search**.

0 Welcome, Operator! | Adair County | Sign Out | My Account | Help

←

Student Search

Please note that only students you have permission to view will be displayed.

[Advanced Search](#) ←

2. Enter the student name or student ID. Choose the school year in which the student was enrolled. Click **Search**.**Advanced Student Search**

Please note that only students you have permission to view will be displayed.

First Name

Last Name

Student ID

School

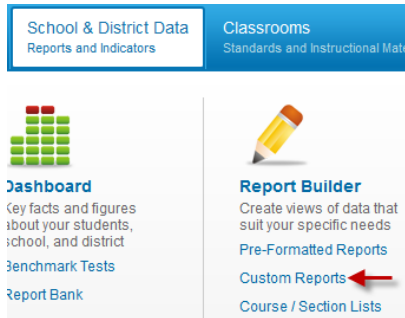
Grade

School Year ←

Locating Multiple Students

Users may locate multiple students by defining a custom data set. To define a custom data set, follow the steps below.

1. On the School & District Data tab, click **Custom Reports**.



2. Click **Define Student Set**.

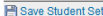
Custom Reports

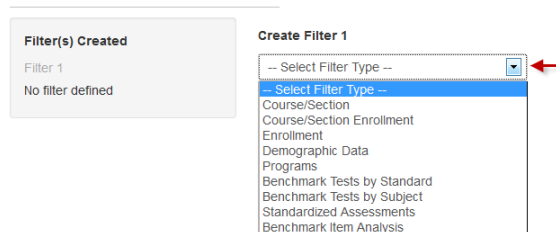
Start building your Custom Report or Analysis Spreadsheet

- **Define Student Set**  Create a Student Set to use in your custom report.

3. Choose a filter from the Create Filter 1 drop-down.

Define Student Set

Student Set: 4,527 Students

 You have selected all students in all years.
 No filters have been defined.



4. Specify filter parameters and click **Apply Filter**.



1. Narrow your set by student demographic criteria.

Gender ☒ Male ☐ Female

Ethnicity ☐ Hispanic/Latino ☐ NOT Hispanic/Latino

Race **Select All** **Unselect All**

☐ American Indian or Alaska Native ☐ Asian

☐ Black or African American ☐ Hispanic/Latino

☐ Native Hawaiian or other Pacific Islander ☐ White

5. Specify additional filters if desired. This example applies an enrollment filter to limit the student set to only students enrolled on 5/10/2013. Click **Apply Filter**.

Create Filter 2

Cancel

Apply Filter

Enrollment

1. Select where and in which grade students are enrolled.

School Type

-- Any School Type --

School

-- Any School --

Grade

-- Any Grade Level --

2. Enter the enrollment timeframe.

School Enrollment

☐ Current Enrollment

☒ Total Enrollment

All students enrolled in

-- Any School Year --

☒ Enrollment Range

Start date

05/10/2013


End date


05/10/2013

Students who were enrolled at any point during this range.

6. The student set will change dependent upon the filters applied and parameters chosen. Click the hyperlink to view the students in the student set. The students in the student set are displayed.

Define Student Set

Student Set: 2,512 Students 

 [Save Student Set](#)

Filter 1: Demographic Data
Gender: Male

View Students

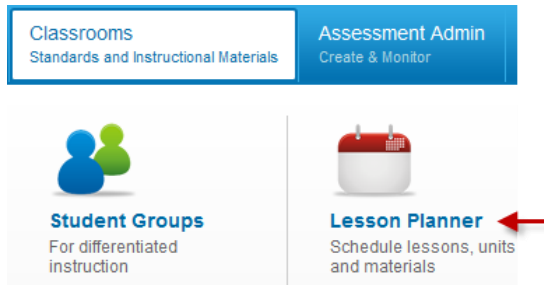
[illegible]

7. Click a student name to go to the student's profile.

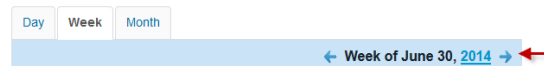
View Calendar for New School Year in Lesson Planner

After the school year rollover, the calendar for the upcoming school year will be available in the Lesson Planner. This will allow teachers and staff to begin planning and scheduling lessons for the next school year. Users with the *Leadership*, *Specialist*, or *Teacher* role may view calendars within Lesson Planner, including the calendar for the upcoming school year, by following the steps below.

1. On the Classrooms tab, click **Lesson Planner**.



2. Click the calendar browser link in the center of the screen to view available calendars.



Note: Users with the *Leadership* or *Specialist* role may use the “Search other calendars” function on the **Lesson Planner** screen to search for and view a teacher’s calendar or lesson planner.